

Sykes & Son Ltd**Job Description and Person Specification**

Date Effective	
IMS Reference	<u>SPW/03/2022</u>
Job Title	Carpenter/Joiner
Based at	Various sites in Central London
Reporting to	Contracts Manager
Direct Report(s)	Not applicable
Working Relationships	Colleagues, clients, suppliers
Job Summary	Duties include Fire door installations, repairs, and adjustments. Fabric repairs to commercial buildings, some new works to internal partitioning and joinery installations.

Sykes & Son Ltd are looking to recruit a Carpenter to join our Commercial and Special Works business Streams, which has experienced substantial growth and has exciting plans for future development specifically into fire doors and fire stopping.

The role will involve assisting a Contracts Manager and Senior Site Managers in carrying out their day-to-day activities including duties such as Fire door installations, repairs, and adjustments. Fabric repairs to commercial buildings, some new works to internal partitioning and joinery installations. Shelving, installations, and adaptations to tea points, installing access control security locks, enabling works for opening up and providing inspections for intrusive surveys, White rock repairs, sub floor repairs, some carpet tiling patch repairs and moving of floor boxes following Power and data moves.

The ideal applicant will be highly motivated, reliable individual who has good time management and communication skills along with a keen eye for detail.

In return, we offer a highly competitive remuneration package (salary dependent on candidate) and a unique opportunity for professional and personal development. This is a great opportunity to join a establish Main Building Contractor steeped in tradition, heritage, and values.

Qualifications Minimum requirements for the role.

- Two core trades: ideally joinery and Carpentry.
- NVQ 1 and 2 qualifications, City, and Guilds or equivalent desirable but not compulsory
- 1st & 2nd fix carpentry experience with high-end finish is highly desirable
- A relevant trade qualification or extensive "on the job" experience
- Knowledge & compliance with H&S procedures
- CSCS card
- Own tools
- Punctual, flexible, neat appearance & personable

Preferred Skills for the role.

- Attention to detail
- Good communication skills
- Ability to work independently as well as part of a team
- Ability to work under pressure and to deadlines
- The successful candidate will be highly organised, confident and have a real focus on quality.
- Looking for bright, energetic hard-working individuals to join our great team!

Experience

- Experience within a Main Contractor environment would be advantageous but not essential.
- Joinery: 2 years (required) and / or Carpentry: 2 years (required)
- Sykes & Son Ltd values diversity and promotes equality. We encourage and welcome applications from all sections of society and are more than happy to discuss reasonable adjustments and/or additional arrangements as required to support your application. Candidates must be eligible to live and work in the UK.
- Clean Driving Licence (preferred but not essential)
- Experience working in Higher educational facilities on live and occupied sites working in and around staff, students, and colleges safely.

Purpose of / Responsibilities of the role

- Supporting at times a static site-based team working on day-to-day activities for maintenance and remedial repairs to the fabric of multiply buildings on an estate wide portfolio.
- Sykes & Son LTD are accredited to the BM Trada Q mark and IFC certifications for Fire Door works (new installations and remedial repairs) – Candidates that can demonstrate previous experience working in this field or fire stopping would be considered as an advantage. Sykes & Son Ltd would provide internal training to the successful candidates to bring in line with our accreditation's schemes.

Excellent Remuneration and Benefits

- Leading pension scheme offering with generous contributions from Sykes.
- 21 days holiday
- Ongoing training and development and opportunities to help further your career.
- A comprehensive structured programme for future training if required.
- Experience within a well-respected Established building company.
- Benefits supporting you, such as Cycle to work & Life assurance.

Essential:

- Good communication skills
- Computer literate with experience of using Microsoft Word, Outlook, and Excel experience would be an advantage.
- Ability to use initiative and work without supervision at times.
- Confident and able to build a rapport with clients and colleagues alike

Additional Information

- A DBS check will be required
Hours - Monday to Friday 8:00am to 17:00pm
- Salary: Competitive based on your experience and qualifications.
- To apply please send your CV and a short cover letter - **please ensure your qualifications are included in your CV for consideration.**
- Job Types: Full-time, Permanent

The Company

- Established in 1759, Sykes & Son Limited is London's oldest independent building contractor. Trading for over 260 years, Sykes has evolved from a small specialist contractor – a glazier, plumber, decorator, and small builder – into a medium sized, multi-discipline contractor with an annual turnover of £30m.
- The company has three main workstreams: Building, Mechanical & Electrical and Maintenance. This diversity of self-delivered services allows us to offer a “one stop shop” solution to our clients. Furthermore, we have the flexibility to carry out minor works through to multi-million-pound projects.
- We are incredibly proud of the part that we have played in restoring, building, refurbishing, and maintaining our capital's heritage over the years. From royal palaces to world renowned museums, galleries, and universities, we continue to forge long-term working relationships at London's finest buildings.
- Whilst our heritage is a source of great pride, Sykes has continued to review working processes to ensure that up to date technology and systems are employed across the business.
- Our extensive list of long-term blue-chip clients is testimony to the core values that underpin the business – We Build Relationships; We Bring Expertise; We Are Professional; We Always Care.